

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Supervising Eligibility Technician</u>	CLASSIFICATION CODE: <u>02466400</u>
	SALARY RANGE: <u>(A26) \$41566 - 48122</u>	REFERENCE POSITION NO.: <u>1256-10000-3145</u>
	Department of Human Services	APPLICATION PERIOD: <u>4/18/06 - 4/24/06</u>
	Division/Section/Unit <u>Management Svs.</u>	GRACE PERIOD ENDS <u>4/27/2006</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Cranston Office with Regional Coverage</u>
	Restrictions/Limitations: <u>Responsibilities</u>	
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u>      </u>
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>      </u> is not <u>X</u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	Please refer to attachment	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	Successful completion of at least two years of academic study in an accredited institution of higher learning, and full time employment in a responsible position which required the making of evaluations and important decisions based on a review of information gained through interviews, application or completed records. Or, any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Dept of Human Services/Office of Human Resources	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

## ***Supervising Eligibility Technician***

### ***Duties/Responsibilities***

To supervise staff who are assigned the following duties: to service on a statewide level those cases that are error prone, including but not limited to, self employment cases; to review and clear IEVS matches on assigned cases; and/or to refer overpayments on assigned cases. This individual will also assist the FAMIS Unit in the testing of system enhancements.

Responsibilities also include the following: To plan, supervise, and coordinate the work of Social Caseworkers, clerical assistants, and/or interpreters engaged in providing management services to families receiving benefits under the Family Independence Act, including but not limited to screening, assessment development of financial plans, provision of child care assistance and conducting group job searches. This position will have close contact with agencies and vendors specializing in education, training, employment, and other activities related to self-sufficiency. This position will also supervise Eligibility Technicians who handle FIP, Medical Assistance, and Food Stamps caseloads. Duties will include coordination of development activities, managed care enrollment counseling, crisis intervention; training and assisting workers with interpretation of DHS policy and the InRhodes Program, as well as monitoring casework in InRhodes to ensure compliance with state and federal regulations.